

Appendix O

ASSESSMENT QUESTIONNAIRE FOR EXISTING CORPS COLLECTIONS

O-1. General Repository Report

1. Does the repository have written minimum standards for the acceptance of archeological collections? (If yes, describe or attach copy.)
2. Does the repository have a comprehensive plan for curation and collections management? (If yes, describe or attach copy.)
3. Does the plan address:  
Receipt of materials?  
Processing of materials?  
Use of materials?  
Future preservation?
4. Is there a master catalog for collections?
5. Are the files cross-indexed?
6. Is the location of the collection within the repository identified in the accession file?
7. Has this information been kept up-to-date?
8. Are all collections accessioned upon receipt?
9. Does the repository maintain a file of documented property receipts?
10. Is there a registration record and/or copy of the initial inventory?
11. Are there established procedures for periodic inventory? (If yes, describe or attach a copy.)
12. When were the collections last inventoried?
13. Are collections from individual sites stored as a unit? (If no, describe procedure.)
14. Are collections from the same region stored together? (If no, describe procedure.)
15. Are collections and documentation readily accessible? (If no, explain.)
16. Is storage space adequate for housing the collections? (If no, describe storage conditions.)
17. How much space is devoted to storage?

18. What are the anticipated storage and handling requirements to adequately maintain collections for the next twenty years?
19. Is access to collections controlled by curatorial personnel?
20. Do others have access to the collections? (If yes, describe.)
21. Describe the repository's policy regarding access to collections by researchers.
22. Has the repository ever been the victim of a security failure? (If yes, describe.)
23. What are the loan procedures for collections?
24. Does the repository use automated data processing techniques to manage its collections? (If yes, describe.)
25. Does the repository publish a list of the collections it retains?
26. Does the repository publish field curation guidelines for researchers depositing collections? (If yes, describe or attach copy.)
27. Is there a deaccessioning policy? (If yes, please describe or attach copy.)
28. Does the catalog identify those artifacts or parts of artifacts that have been destroyed through analysis (e.g. C14 or neutron activation?)
29. Is there a system of site record administration? (If yes, how is it organized?)
30. Are there cooperative agreements with other institutions to standardize registration and cataloging procedures? (If yes, describe.)
31. Is there a full time professional curatorial staff?
32. How large is the staff?
33. Describe their formal collections management training.
34. What are their primary responsibilities?
35. Describe any definite plans for the upgrading of curation program.

O-2. Material Remains Collections: General Report

1. Are there written guidelines and standards for the curation of material remains? (If yes, describe or attach copy.)
2. Are any material remains systematically excluded from curation?
3. Environmental Conditions:

Light:

Temperature:

Humidity:

Dust:

Biological Infestation:

Infestation Control:

4. Are environmental conditions monitored?
5. What is the primary means of storage?
  - Boxes?
  - Drawers?
  - Other?
6. If drawer storage, are measures taken to prevent artifact contact?
7. Is storage space maximized by excessive stacking of objects and boxes?

O-3. Material Remains Collections: Human Skeletal Report

1. Are human skeletal remains included in this collection?
2. Have they been:
  - Cleaned?
  - Stabilized?
  - Permanently labeled?
  - Analyzed?
3. What type of containers are remains stored in?
4. Are containers labeled and readily identifiable?
5. Are all remains accounted for?
6. Are any materials in museum displays?
7. Are remains stored under stable temperature and humidity conditions?

8. Have all burial forms, photographs, and other documentary materials been preserved?
9. Is the documentary material readily available?

O-4. Material Remains Collections: Lithics, Ceramics, and Faunal Report

1. Are artifacts and/or faunal remains included in this collection?
2. Have they been:
  - Cleaned?
  - Permanently labeled?
  - Stabilized?
  - Analyzed?
3. Has an unwashed sample been preserved for future analysis of residues?
4. What type of containers are they stored in?
5. Are containers labeled and readily identifiable?
6. Are all items accounted for?
7. Are any materials in museum displays?
8. Have all associated records been preserved?
9. Are all associated records readily available?
10. Are all faunal remains stored under stable temperatures and humidity conditions?

O-5. Material Remains Collections: Other Material Report

1. Type of Material:
2. Has this material been:
  - Cleaned?
  - Stabilized?
  - Permanently labeled?
  - Analyzed?
3. What type of containers are materials stored in?

4. Are containers labeled and readily available?
5. Are all remains accounted for?
6. Are any materials in museum displays?
7. Are remains stored under stable temperature and humidity conditions?
8. Has all documentary material been preserved?
9. Is the documentary material readily available?

O-6. Associated Records Documentation: General Information Report

1. Are there written guidelines and standards for the curation of paper records, photographs, slides, video materials, computer generated documentation and maps? (If yes, describe or attach copy.)
2. Is there adequate space for document storage?
3. Are any documents systematically excluded from curation?
4. Are duplicates of the original documentation maintained separately? If so, where? Photocopy or microfilm?
5. Are documents secure from loss due to fire, water damage, theft?
6. Are documents legible and reproducible?
7. Describe all security deficiencies.
8. Who is responsible for record maintenance and security?
9. Who has access to the records?

O-7. Associated Records Documentation: Paper Records Report

1. Type: Contracts\_\_\_\_\_
- Proposals\_\_\_\_\_
- Field Notebooks\_\_\_\_\_
- Laboratory Records\_\_\_\_\_
- Fiscal Data\_\_\_\_\_
- Official Correspondence\_\_\_\_\_
- Reports\_\_\_\_\_
- Expert Analysis\_\_\_\_\_
- News Clippings\_\_\_\_\_
- Site Forms\_\_\_\_\_
- Feature Forms\_\_\_\_\_
- Artifact Forms\_\_\_\_\_

Photo Forms \_\_\_\_\_  
Photo Log \_\_\_\_\_  
Burial Forms \_\_\_\_\_  
Other \_\_\_\_\_

2. How are these records managed?

3. Environmental Conditions:

Light:  
Temperature:  
Humidity:  
Dust:  
Biological Infestation:  
Infestation Control:

4. Are environmental conditions monitored?

5. What is the present condition of this material?

6. Is there a check-out system for records?

7. Have any records been lost?

O-8. Associated Records Documentation: Photographs and Slides Report

1. Type: Black/White \_\_\_\_\_  
Color \_\_\_\_\_  
Aerial \_\_\_\_\_  
Slide \_\_\_\_\_  
Negatives \_\_\_\_\_  
Log \_\_\_\_\_

2. Environmental Conditions:

Light:  
Temperature:  
Humidity:  
Dust:  
Biological Infestation:  
Infestation Control:

3. How are photographs managed?

4. How are slides managed?

5. How are negatives managed?

6. Are environmental conditions monitored?

7. What is the present condition of this material?

Fading?

Damaged?

Lost Material?

8. Are they stored with other documentation?

O-9. Associated Records Documentation: Maps and Drawings Reports

1. Type: USGS \_\_\_\_\_  
Field \_\_\_\_\_  
Contour \_\_\_\_\_  
Site Plot \_\_\_\_\_  
Feature \_\_\_\_\_  
Computer Symap \_\_\_\_\_  
Floor Plans \_\_\_\_\_  
Sketches \_\_\_\_\_  
Drawings \_\_\_\_\_

2. Storage: Rolled \_\_\_\_\_ In tubes? \_\_\_\_\_  
Folded \_\_\_\_\_  
Flat \_\_\_\_\_

3. Environmental Conditions:

Light:

Temperature:

Humidity:

Dust:

Biological Infestation:

Infestation Control:

4. Are environmental conditions monitored?